

vide appropriate documentation if, in your opinion, our records are incorrect or incomplete; submit Special Inspector reports and documentation or renew the permit, if required.

Where are your offices located and what are the processing hours?

**Miami-Dade County
Permitting and Inspection Center**
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2100

Plans processing between the hours of
7:30 a.m. to 4:30 p.m., Monday through Friday.

South Office
10710 S.W. 211 Street, Suite 105
Miami, Florida 33189
(305) 233-0614

Plans processing drop-off service between
the hours of 7:30 a.m. to 4:30 p.m.,
Monday through Friday.

Alex Penelas
Mayor



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability. "It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

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PERMITS WITHOUT FINAL INSPECTIONS

QUESTIONS AND ANSWERS
FOR OWNER BUILDER'S
WITH EXPIRED PERMITS



A public information service of

**Miami-Dade County
Building Department**

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www.co.miami-dade.fl.us/bldg/
or
www.miamidade.gov

What if the Building Department's records are incomplete or inaccurate?

Please visit one of our Building Department offices with documentation to that effect. An example of documentation you may submit are: Permit card showing proof that an inspection was performed by a Building Department Inspector, proof of approved shop drawings and payment of shop drawing fees.

What if permits were obtained and the work was never performed or duplicate permits were issued for the same work?

Request cancellation of the permits by writing a letter to the Building Department, Permit Section at 11805 S.W. 26 Street, Miami, Florida 33175-2474, Attention: Branch Office Supervisor. In your letter, please be sure to give the permit number, job address and reason for cancellation. The letter should be signed by you.

What if one of the outstanding requirements under the permit was not required or not performed?

For example: an electrical upgrade was shown on the original plans, however, it was not performed.

In order to delete a portion of the work from the original permit, you will need to visit one of our Building Department offices during the designated processing hours with a revised set of plans. You will be required to complete a new permit application and obtain approvals from the required processing sections.

What if a duly qualified and pre-approved Special Inspector was retained and performed the mandatory inspections at the time of construction?

If the required mandatory inspections were performed by a Special Inspector pre-approved and pre-qualified by us at time of construction, you must submit the inspection reports to one of the Building Department offices so the results of the

inspections can be made part of the official record, if accepted.

The inspection reports should contain the dates the inspections were performed and any comments made by the Special Inspector at time of inspection. All inspection reports must be signed and sealed by the architect or engineer.

Once those inspections have been made part of our records, you are still required to call for any mandatory inspections that were not performed by the Special Inspector. If it has been more than 180 days since the last inspection was performed by the Special Inspector, you will need to have your permit reissued and call for all remaining mandatory inspections.

What if the work was performed and mandatory inspections were never called for and a Special Inspector was not retained to perform the inspections?

You are required to have the permit reissued and call for mandatory inspections (refer to procedures below.)

What is the procedure and fee for reissuing the permit?

In order to have your permits reissued, so that you can call for required inspections, you will need to come to one of our Building Department offices during the designated processing hours with your job set of plans. Listed below, for your convenience, are office locations and processing hours. You will be required to complete a new application and will need to obtain approvals from the Sections that originally reviewed the permit such as the Construction Plans Processing Section within the Building Department, in addition to obtaining any approvals required by other departments such as the Department of Environmental Resource Management (DERM) or Department of Planning and Zoning. The reissuance application will be processed as per the South Florida Building Code requirements at the time of reissuance, or

after March 1, 2002, the Florida Building Code. The Building Department's fee for reissuance permit will be 50% of the original fee with a minimum fee provided that the reissuance application is submitted within 6 months of the permit expiration date. Reissuance applications submitted which exceed 6 months of the permit expiration date will be charged the full permit fee.

After I have reissued the permits, how do I obtain approval of inspections for which construction has been completed or where parts of the work performed are no longer accessible for inspections?

As the permit holder, it is your duty to cause the work to remain accessible and exposed for inspection purposes. Furthermore, Miami-Dade County is not liable for any expense incurred in the removal or replacement of any material for the purpose of performing a required inspection.

If the construction has been completed or if parts of the work performed are no longer accessible for inspection, you will need to remove or replace any material for the purpose of the inspection. In certain cases, the Building Department may allow you to retain a duly qualified licensed engineer or architect to investigate, inspect and perform any required testing in order to certify that the work was performed to code. Inspection reports submitted by State of Florida duly licensed engineers and architects must indicate the scope of his/her inspections and methods used to ascertain compliance with the permit documents. All inspection reports must be signed and sealed by the architect or engineer. All final inspections shall be performed by the Building Department inspectors.

How long do I have to comply and what will be the penalty for non-compliance?

Please be advised that failure to do one of the following within 60 days of the receipt of this letter may result in the issuance of tickets and further enforcement action if required: notify us and pro-